

41 Specialized Safety-A & E Contractors Risk Assessment

41.1 Specialized Safety-A & E Risk Assessment Overview

The Specialized Safety A & E Contractors Risk Assessment screen (Figure 41-1) is for entering the contract number and the total risk values for an Ammunition and Explosives (A & E) contractor. Each item is weighted as shown by the number in the X Weight column next to each item's name. The system uses the weight and the risk values for subsequent calculations. This function was modified and activated for the DIRAMS Version 5 release.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

Specialized Safety A&E Contractors Risk Assessment [Screen 1 of 1] For Official Use Only

File Edit Functions Administration Help

District: CAD: CAD Name: Date:

Contract #: Contractor: Address:

PROGRAM ELEMENTS	Enter total risk values from sheets	X weight=	Weighted values
SAFETY PROGRAM	<input type="text"/>	X 3=	<input type="text"/>
DOCUMENTATION	<input type="text"/>	X 3=	<input type="text"/>
TRAINING/CERTIFICATION	<input type="text"/>	X 1=	<input type="text"/>
MISHAP HISTORY	<input type="text"/>	X 3=	<input type="text"/>
FACILITIES & EQUIPMENT	<input type="text"/>	X 3=	<input type="text"/>
PROCEDURES	<input type="text"/>	X 3=	<input type="text"/>
COMPLIANCE	<input type="text"/>	X 3=	<input type="text"/>

NUMERICAL VALUE **RATING**

1 TO 1.5 **LOW**

Greater than 1.5 to 2.2 **MODERATE**

Greater than 2.2 to 3 **HIGH**

PROCESS:
A&E

Total of Weights = 19 Total of values Add Column Divide by total of weights /19 = SubElement Weighted Risk

Total A&E Process Risk- Enter value from sheet +

Sum of A&E Process Risk and Subelement Weighted Risk =

(Divide by 2) /2

TOTAL RISK FOR A&E CONTRACTOR----- =

Figure 41-1 Specialized Safety-A & E Contractors Risk Assessment Screen

41.1.1 To Add or Create New Record



Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.
2. Enter the requested information, then save your work.

41.1.2 To Add Multiple New Records



Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

or

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

41.1.3 To View or Edit Existing Record



1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 41-2) appears.

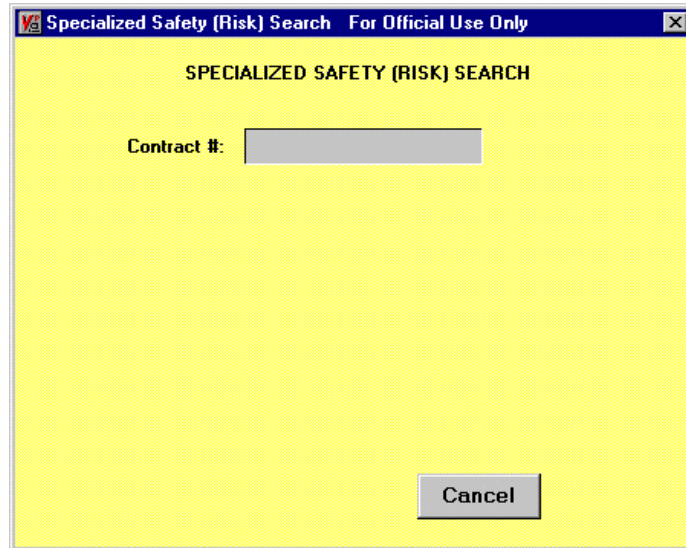


Figure 41-2 Specialized Safety-Risk Assessment Search Pop-Up Window

2. Type in the desired **Contract Number**. You must enter 13, 17 or 18 characters. Precede Contract Numbers that have less than 13 characters with zeroes.
3. Press **Tab** or **Enter**. The application searches for matching records. Matching records are displayed on the bottom of the Search window (Figure 41-3). If more than 250 records are found, a message appears as explained in Section 10.2.3.

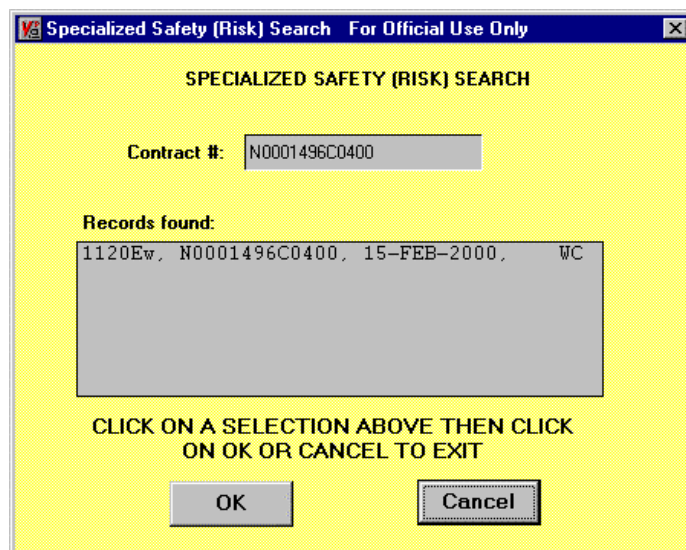


Figure 41-3 Specialized Safety-Risk Assessment Search Results Pop-Up Window

4. Select (click on) the one you want.

5. Click **OK**. Information associated with the record you selected is displayed on the Specialized Safety A & E Contractors Risk Assessment screen (Figure 41-5).

or

Click **Cancel** to close the Search window.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 41-4). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.

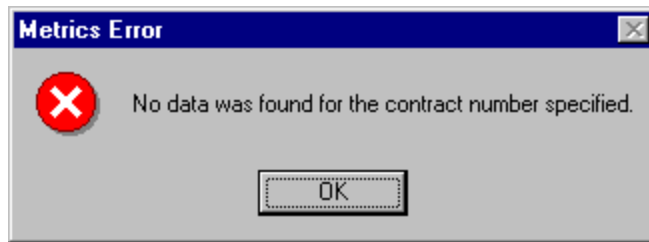


Figure 41-4 No Data Found Pop-Up Message

41.2 Specialized Safety A & E Risk Assessment Screen 1 of 1

When the Specialized Safety-A & E Contractors Risk Assessment screen (Figure 41-5) opens, you can either insert a new record (Section 41.1.3) or search for an existing one to open (Section 41.1.1). The delete procedure is explained in Chapter 6.

Note: Calculated values are rounded to the nearest tenth.

Specialized Safety A&E Contractors Risk Assessment (Screen 1 of 1) For Official Use Only

File Edit Functions Administration Help

District: 41.2.1.1 CAD: 41.2.1.2 CAD Name: 41.2.1.3 Date: 41.2.1.4

Contract #: 41.2.1.5 Contractor: 41.2.1.6 Address: 41.2.1.7

PROGRAM ELEMENTS	Enter total risk values from sheets	X weight=	Weighted values	NUMERICAL VALUE	RATING
SAFETY PROGRAM	41.2.1.8	X 3=	41.2.1.9	1 TO 1.5	LOW
DOCUMENTATION		X 3=		Greater than 1.5 to 2.2	MODERATE
TRAINING/CERTIFICATION		X 1=		Greater than 2.2 to 3	HIGH
MISHAP HISTORY		X 3=			
FACILITIES & EQUIPMENT		X 3=			
PROCEDURES		X 3=			
COMPLIANCE		X 3=			

PROCESS: A&E

Total of Weights = 19

Total of values Add Column = 41.2.1.10

Divide by total of weights = 41.2.1.11

SubElement Weighted Risk = 41.2.1.12

Total A&E Process Risk- Enter value from sheet = 41.2.1.13

Sum of A&E Process Risk and Subelement Weighted Risk = 41.2.1.14

(Divide by 2) = 41.2.1.15

TOTAL RISK FOR A&E CONTRACTOR-----

Figure 41-5 Specialized Safety A & E Contractors Risk Assessment Screen Fields

Note: Numbers in data boxes indicate corresponding section numbers.

41.2.1 Fields for Specialized Safety A & E Risk Assessment Screen 1 of 1

41.2.1.1 District

This protected data box is for the MOCAS code (2-5 alphanumeric characters) which identifies the Defense Contract Management Command (DCMC) District. It is automatically populated based on the login.

41.2.1.2 CAO

This protected data box is for the MOCAS code (2-5 alphanumeric characters) which identifies the Contract Administration Office (CAO). It is automatically populated based on the login.

41.2.1.3 CAO Name

This protected data box is for the Contract Administration Office (CAO) name (up to 30 alphanumeric characters). It is automatically populated with the name associated with the **CAO** (41.2.1.2).

41.2.1.4 Date

This protected data box is for the assessment date. It is automatically populated with the system date if you are entering a new record.

41.2.1.5 Contract

Enter the number that identifies the contract. You must enter 13, 17 or 18 characters. Precede Contract Numbers that have less than 13 characters with zeroes. This is a required field.

After you enter the **Contract #** and press **Tab** or **Enter**, the system checks to see if the value you entered exists (is valid). Two things can happen.

- If the **Contract #** exists and is associated with your CAO Code (based on the UserId entered on the Logon screen), the cursor moves to the next field.
- If the **Contract #** does not exist (is invalid), you can still enter it (non-DoD contract for local use) as explained in Section 10.2.4.

41.2.1.6 Contractor

This protected data box is automatically populated with the contractor's name associated with the **Contract #** (41.2.1.5).

41.2.1.7 Address

This protected data box is automatically populated with the contractor's address associated with the **Contract #** (41.2.1.5).

41.2.1.8 Total Risk Value

Enter the Total Risk Value for each listed element. You must enter a value (1, 2 or 3) for all elements.

41.2.1.9 Weighted Values

The system generates and protects the values displayed here.

41.2.1.10 Total of Values

The system generates and protects this sum of Weighted Values (41.2.1.9).

41.2.1.11 Total of Weights

The system generates and protects the Total of Weights. For this screen, the Total of Weights is 19.

41.2.1.12 SubElement Weighted Risk

The system generates and protects this value.

41.2.1.13 Total A & E Process Risk

Enter the overall risk assessment rating (1, 2 or 3) assigned by the evaluator. This is a required field.

41.2.1.14 Sum of A & E Process Risk and Subelement Weighted Risk

The system generates and protects this value.

41.2.1.15 Total Risk for A & E Contractor

The system generates and protects this value.